

**JOINT COMMISSION
ON
SHARED SERVICES INITIATIVES**

**September 22, 2011
(Approved October 27, 2011)**

COMMITTEE: Joint Commission on Shared Services Initiatives

DATE: September 22, 2011 | **TIME:** 7:30 a.m. | **LOCATION:** North Conference Room, City Hall

COMMITTEE CHAIR: Dave Duax

RECORDER: Linda DesForge

Commission Members Present:

City: Dave Duax, Kerry Kincaid, Jackie Pavelski

County: Colleen Bates, Gregg Moore

School District: Carol Craig, Kathryn Duax

Commission Members Absent: Trish Cummins, Gerald Wilkie

Staff Present: Mike Huggins, Ron Heilmann, Tom McCarty, Dale Peters, Jeanna Allen, Linda DesForge

AGENDA ITEM #1: Call to Order.

Chairman Dave Duax called the meeting to order at 7:36 a.m.

AGENDA ITEM #2: Approval of minutes of Joint Commission on Shared Services Initiatives meeting of April 28, 2011.

ACTION: Colleen Bates made a motion to approve the minutes as presented. Jackie Pavelski seconded the motion and the motion carried.

AGENDA ITEM #3: Discussion of the Service Optimization and Process Review Report for the Joint Commission on Shared Services Initiatives from Craig Rapp, LLC.

The Commission members reviewed the report and recommended various changes and corrections to the report. It was suggested that Craig Rapp be contacted to be sure there would not be any contractual agreements broken by editing the report. The report was submitted in "pdf" format, so Craig Rapp may want to make the recommended changes and resubmit the report to the Commission.

ACTION: A motion was made by Kathryn Duax, seconded by Gregg Moore, to approve the final report with edits mentioned, conditioned upon the ability to make edits. The motion passed unanimously.

Once the report is finalized, it will be presented to the three executive bodies for approval. As far as the timeline on getting the report to the respective legislative bodies, since the three budgets will be adopted in October and November, the report should be brought back no later than December.

The Commission discussed the possibility of holding a press conference once the report is available to create public awareness. It should include a short history of the Commission. Also, a letter or e-mail will be sent to focus group attendees letting them know where they can access the report.

It was suggested that a message be prepared before publicizing the report.

ACTION: After further discussion on making the report available to the public, Kathryn Duax made a motion, seconded by Carol Craig, to reconsider the earlier motion to approve the report. The motion to reconsider passed on a 4/3 vote.

ACTION: A motion was made by Kathryn Duax, seconded by Carol Craig, to postpone approval of the report until the Commission meeting of October 27. Motion passed on a 4/3 vote.

The Commission directed the Chair to appoint a subcommittee to develop a message for public dissemination of the Craig Rapp report. The Chair asked to receive the names of subcommittee members as soon as possible, and reminded the Commission members that, since this would be a subcommittee of this Commission, the meeting would be subject to the Open Meetings Law and would need a public notice. The subcommittee recommendations will be reviewed at the October 27 meeting.

AGENDA ITEM #4: Consideration of recommendations to transmit to the County Board, School Board, and City Council.

This item will be taken up at the Commission meeting of October 27, once the report has been approved.

AGENDA ITEM #5: Discussion of future agendas items and future meeting dates.

- Approval of the Service Optimization and Process Review Report
- Review of the Subcommittee on Dissemination of the Report to the Public
- Discussion of Commission Bylaws

AGENDA ITEM #6: Adjournment.

ACTION: Jackie Pavelski made a motion to adjourn the meeting. The motion carried, and the meeting adjourned at 9:10 a.m.

FUTURE MEETING DATES:	TIME:	LOCATION:
Thursday, October 27, 2011	7:30 a.m.	Courthouse
Thursday, December 1, 2011	7:30 a.m.	City Hall